Form FHA 424-16
(Rev. 2-2-72)

RECORD OF PRE-CONSTRUCTION CONFERENCE

Phase 2

DATE: April 10, 1975

NAME OF ASSOCIATION	ADDRESS (Including Zip Code and Telephone)
City of Elgin	Box 128 Elgin, Oregon 97827 437-2253
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS (Including Zip Code and Telephone)
Stephen C. Anderson & Associates	Box 1301 La Grande, OR 97850 963-8309
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Zip Code and Telephone)
Marshall Associated Contractors Inc Willis Mechanical Contractors Inc, Tualatin	PO Box 287 638-7651 OR 97062
LOCATION OF CONFERENCE	
Office of Stephen C. Anderson	P.O. Box 8521 Eugene OR 97402 343-3621

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representatives of Association, Engineer, Contractor and FHA:

ASSOCIATION: City Ron Scobbes — ENGINEER: Howard Perry - Proj Eng. Undetermined - Res Insp

HEADQUARTERS: City Hall - Elgin — HEADQUARTERS: Engineers Office

CONTRACTOR: Al Bingham Undetermined see above — FHA: Ted Hunter 963-3085

HEADQUARTERS: — HEADQUARTERS: Box 955 La Grande

2. Responsibilities of Consulting Engineer: (Does not "supervise" the contractor's employees, equipment or operations.)

Administration - Inspections - provide control stakes - Review & Approve all change orders & Pay Estimates

3. Responsibilities of Association's Governing Body: (Actual contracting Organization.)

Disperse funds

Approve Pay Estimates

4. Responsibilities of FHA County Supervisor: (Must see that approval conditions are observed and represents the Government's interests.)

Approve pay Estimates - Sign checks & Inspections.

5. Responsibilities of Contractor: (Review contract terms.)

perforams work bid - prepares Pay Estimates - Approve change orders. Comply with Terms of Contract

6. Responsibilities of Any Other Agency Contributing to the Project:

Boise Cascade - Approve all change orders outside City limits

7. General Discussions of Contract:

A. Alternative Specifications: (Does everyone understand the alternatives applicable to the contract as awarded?)

Clearly Identified by Addendum to Contract in Regard to Ins. on Schd B and deletions on Schd A -

B. Initiating Construction: (Notice to Proceed.)

Notice of Award To be Issued - estimated date 4-28-75 Notice To Proceed

Delivery of Approved Contract Estimated 4-21-75

C. Completion Time for Contract: *(Does everyone understand contract requirements and methods of Computing?)*

See S-16 (Page) of General Conditions.

D. Liquidated Damages:

$ 100/day

E. Requests for Extension of Contract Time:

Sec. 04 page 610 of General Contract.

F. Procedures for Making Partial Payments:

Contractor prepares monthly pay estimate end of month Work Verified by Engineer & pay estimates approved by City 2nd Tues. of each month - Fwd to FHA C.O. for approval. Copy sent to Pontiac

G. Guarantee on Completed Work: *(Materials, Installed Equipment, Workmanship, Etc.)*

One year guarantee — from date City Accepts Project

H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.

None

8. Contractor's Schedule:

A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: *(Consideration must be given to needs of Association and the planned operations of other contractors.)*

Schedule Submitted And Approved by All Parties

B. Equipment to be Used by Contractor:

Contractors have All major Equipment -

C. Contractor's Plans for Delivering Materials to Project Site: *(Protection and Storage of Materials.)*

City Property

9. Sub-Contracts: *(Review and approval of proposed Sub-Contractors and their work schedules.)*

Schd - A - Bores under Rail Road - Repaving

Schd - B - Electrical -

10. Status of Materials Furnished by Association:

A. Schedule for Future Deliveries:

phillips Crank Chassis -> - steel pipe - on hand in City Shop

B. Procedures to be adopted by contractor in accounting for and storing such materials:

~~Page 8 Sentence 2 Construction by Contractor, Approved~~

N.A.

11. Change Orders: *(Detailed explanation of procedure to be followed and clearance which must be obtained before changes are implemented.)*

Page Page 65(c) General Conditions. Initiated by Contractor Basis Cascade outside city limits Approved by Contractor, City, Engineer & FHA - 4 Copies Submitted To FHA - Portland.

12. Staking of Work: *(Clearly Define responsibilities of Engineer and Contractor. Line and Grade must be furnished by Engineer.)*

See C-17 Page of General Conditions -

13. Project Inspection:

A. Functions of Consulting Engineer, including Records and Reports:

Provide Full Time INSPECTION - INSPECTOR MAINTAIN daily diary - ONE Page Report To F.H.A MONTHLY outlining progress.

B. Responsibilities of Owner:

No direct Responsibility

C. Responsibilities of FHA:

County Supervisor Makes Routine INSPECTIONS To INSURE Work being paid for has been Accomplished

D. Safety and Sanitary Regulations:

Engineer in Regards To Specs - State will perform Periodic Inspections -

14. Final Acceptance of Work: *(Include requirements for tests and cleanup of project site.)*

ON SITE INSPECTION by City, Contractor, Engineer & FHA

15. Labor Requirements:

A. Equal Employment Opportunity Requirements:

Discussed With Contractors & poster Given Him.

B. Davis-Bacon Act:

N. A.

C. Other Federal Requirements:

N-A.

D. State and Local Requirements:

State Wage Certification -

E. Union Agreements:

N.A.

F. Reports Required:

Affirmative Action Plan

16. Equal Employment Provisions of Contract:
Discussed

17. Rights-of-Way and Easements:
A. Explain any Portion of Project not available to Contractor:
All R/W obtained - except RR Crossing -

B. Contractors Responsibilities During Work Covered by Contract:
Notify Basin Cascade when working on their Easement - Return all Roads affect to original condition

C. Coordination With Railroads, highway departments and other organizations:
Contractor to Notify RR, State Highway & Basin Cascade when they intend to work on Easement or Right-of-Way

18. Placement of Project Signs and Posters:
By Phase I Contractor - Share Poster to Each Contractor -

19. Handling Disputes:
6 12 & 39 of General Conditions - Engineer evaluates disputes - Last Resort Arbitration Commission

NOTED AND CONCURRED WITH, *But understood not to be a modification of any existing contracts or agreements:*

(Signatures of Members of Governing Board of Association)

Warren L. Stein Mayor (Chairman)

Ronald D. Saunders City Recorder (Board Member)

(Board Member)

Merl F. Swanson B.C.C.

R. L. Marshall, President (Contractor Representative)

Don D. Mathers President (Contractor Representative)

Howard L. Terry (Consulting Engineer Representative)

Louis M. Bertron (FHA Representative)

Theodore R. Hunter

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